MISSION STATEMENT:
Nova Academy of Cosmetology is dedicated to student success by enriching lives and cultivating professionals through innovative, personalized education in a creative and inspiring environment that prepares graduates in the business skills and fiscal responsibility necessary for success in the workplace.

EDUCATIONAL OBJECTIVE:
To educate and train Students in the field of cosmetology, esthiology, nail technology and all related business skills; to be proficient in all phases, obtain licensure and are qualified to work nationwide. We will accomplish this objective with an experienced and progressive staff of licensed instructors and educational tools.

LICENSING
Nova Academy is licensed in accordance with Minnesota laws of:
Mn Board of Cosmetologist Examiners:
2829 University Ave SE
Mpls, Mn 55414
1-612-617-2600
www.bceboard.state.mn.us
Nova Academy is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 141.21 to 141.32. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.
Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227

ACCREDITATION
Nova Academy is accredited in accordance with NACCAS:
NACCAS
4401 Ford Avenue Suite 1300
Alexandria, VA 22302
1-703-600-7600
www.naccas.org
CAMPUS:
The Academy's distinctive campus is located in prestigious River Center in Rochester, Minnesota. The Main Building is over 7,000 square feet with clinic areas and spacious classrooms. Public transportation is easily accessible.

Nova Academy has separate classrooms and a clinic floor with beginning and advanced sections, a dispensary, private offices for coaching, reception area and a Student Lounge Area complete with vending machines and kitchen conveniences. Instructors and Students have access to the latest audio visual equipment and a library containing dvd’s, books, video tapes, a comprehensive collection of articles on basic and advanced hair coloring, hair designing, hair cutting, permanent waving, hair relaxing, hairpieces and wigs, make-up, fashions, facials, hair removal, current trend releases, and other cosmetology, esthetics, and nail related subjects.

ADMISSIONS AND REGISTRATION:
To enroll and graduate from a Cosmetology school in Minnesota, a Student must have a high school diploma or GED.

Nova Academy, in its admissions, instruction and graduation policies practices no discrimination on the basis of race, color, age, sex, disability, marital status, sexual orientation, gender, ethnic origin, religion, country of origin, financial status or any other factor prohibited by law.

We have accommodated students with certain disabilities and our facilities can accommodate certain conditions. Please come see us if you are interested to see if it is a fit for you.

To register submit the following:
-- Letter of intent describing your future career as a professional along with your enrollment application.
-- High school diploma or GED, driver’s license, social security card, and immunization record.
-- Non-refundable $50.00 registration fee and $50.00 kit deposit.

-Refresher applicants submit the following:
  • A copy of licensure look-up from the Minnesota board of cosmetologist examiners or a copy of their license.
  • Nova Application for enrollment
  • Drivers license
  • Social Security Number
  • Immunization Records

-Instructor applicants submit the following:
  • Copy of current license in the field you wish to teach
  • Application for enrollment
  • Driver’s license
  • Social Security number
  • Immunization records
RE-ENTRY POLICY AND COSTS:

In the event the student discontinues the course and chooses to re-apply to complete his/her training, acceptance will be at the sole discretion of Nova Academy. If such re-enrollment does occur, the student will receive full credit for previously made payments, less any refund, less interest charges earned if applicable, under the original Enrollment Agreement, as well as all hours earned, subject to applicable state and federal regulations. A re-entry fee of one hundred dollars ($100), or 15% of the remaining cost of the course, whichever is less, will be charged to the Student at the time of such re-enrollment. In addition, a new Enrollment Agreement must be executed, which adjusts the course period completion date in accordance with the period of elapsed time since the Student previously attended the course. If the tuition for the course has increased, the student will pay such increase, pro-rated over the balance of the course. Regardless of students financial aid qualifications and status, there may not be living expense funding for re-entry students per the discretion of NOVA Academy.

TRANSFER STUDENTS POLICY

Nova Academy reserves the right to review incoming transfer hours and credits. The hours and credits will be accepted or declined based on Nova Academy’s curriculum requirements on an individual basis. Currently enrolled Nova Academy students transferring hours and credits from one course to another will be accepted based on the courses requirements. Transfer students will be required to provide a transcript from the previous school to verify hours and take a practical test to determine how many practical hours may transfer.

Contact us by mail at:
Nova Academy of Cosmetology
River Center
1629 N Broadway Ste 7
Rochester, MN 55906

or call us at:
Phone 507- 280-6910

or e-mail us at:
info@nova-academy.com and request an enrollment application

or go to our website at:
www.nova-academy.com and download the enrollment application file
COURSES OFFERED:
  • Cosmetology
  • Esthiology
  • Nail Technology
  • 40 and 155 Hour Cosmetology Refresher
  • 40 and 60 Hour Esthiology Refresher
  • 40 and 35 Hour Nail Technology Refresher
  • 38 Hour Instructor Course

TUITION:

<table>
<thead>
<tr>
<th>CLASS</th>
<th>Cosmetology 1550 hrs</th>
<th>Esthiology 600 hrs</th>
<th>Nail Technology 350 hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Kit Fee</td>
<td>$3,000.00</td>
<td>$2,100.00</td>
<td>$1,650.00</td>
</tr>
<tr>
<td>Tuition</td>
<td>$14,700.00</td>
<td>$8,150.00</td>
<td>$3,300.00</td>
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<tr>
<td>Total</td>
<td>$17,750.00</td>
<td>$10,300.00</td>
<td>$5,000.00</td>
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<table>
<thead>
<tr>
<th>CLASS</th>
<th>Instructor 38 hrs</th>
<th>Refresher 155 hrs</th>
<th>Refresher 40 hrs</th>
<th>Refresher 60 hrs</th>
<th>Refresher 35 hrs</th>
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<tbody>
<tr>
<td>Tuition *half due upon start</td>
<td>$700.00</td>
<td>$2,000.00</td>
<td>$700.00</td>
<td>$1,050.00</td>
<td>$700.00</td>
</tr>
</tbody>
</table>

* Prices valid through February 28, 2014..
COURSE SCHEDULES:
Cosmetology Course Schedule
Day:
Weeks 1-24
Monday-Friday 8:30 a.m.-4:30 p.m.
Weeks 25-40
Tuesday, Thursday, Friday, Saturday 8:30 a.m.-4:30 p.m.
Wednesday- 1:00 p.m.-9:00 p.m.

Esthiology Course Schedule:
Day:
Weeks 1-24
Monday-Friday 8:30 a.m.-4:30 p.m.
Weeks 25-40
Tuesday, Thursday, Friday, Saturday 8:30 a.m.-4:30 p.m.,

Nail Technology Course Schedule:
Day:
Weeks 1-24
Monday-Friday 8:30 a.m.-4:30 p.m.

Part-time Evening Schedule for all courses:
Monday-Thursday 5:00 p.m.-9:30 p.m., Every other Saturday 8:30 a.m.-4:30 p.m.

Refresher Course Schedule:
During orientation students will turn in 4 weeks of their schedule.
All refreshers are required to attend a minimum of 4 hours/day the days they sign up for within their contracted period.

COSMETOLOGY, ESTHIOLOGY, and NAIL TECHNOLOGY CLASS START DATES 2014:
January 6  February 17  March 31  May 12  July 7  August 18
September 29  November 10

PART-TIME COSMETOLOGY, ESTHIOLOGY, and NAIL TECHNOLOGY START DATES 2014:
February 17  March 10  May 27  August 11  September 2  November 17

- Class start will depend upon having a minimum class size enrolled.
- Nail Technology start dates will be 13 weeks later than Cosmetology and Esthiology starts.
COSMETOLOGY PROGRAM

THE COSMETOLOGY COURSE CURRICULUM
The cosmetology course content is 420 hours of instruction in applied sciences and skills in hair sculpture, design, color and permanent waves, manicures, facials, make-up, and pedicures. A total of 1130 hours of planned clinical instruction in the applied sciences and experience in hair sculpture, design, color, permanent waves, manicures, facials, make-up, and pedicures are required. Upon completion of training, you will have completed the number of hours required by the State of Minnesota in coordinated theory and practical experience in the applied sciences of cosmetology, to be eligible to take the Minnesota State Licensing Exam to become a Cosmetologist.

**Educational Goals and Objectives for Cosmetologists:**
Nova Academy strives to draw out the future cosmetology professional's best technical and professional skills necessary to excel in their chosen career path.

<table>
<thead>
<tr>
<th>Cosmetology Course (1550 Hours)</th>
<th>Theory Hours</th>
<th>Practical Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology: The History and Opportunities</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Life Skills</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Your Professional Image</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Communicating For Success</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Infection Control: Principles and Practices</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Anatomy and Physiology</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>Basics of Chemistry and Electricity</td>
<td>16.75</td>
<td></td>
</tr>
<tr>
<td>Properties of the Hair and Scalp</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Principles of Hair Design</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Shampooing, Rinsing, and</td>
<td>5.5</td>
<td>50</td>
</tr>
<tr>
<td>Conditioning</td>
<td>8</td>
<td>80</td>
</tr>
<tr>
<td>Haircutting</td>
<td>38.5</td>
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</tr>
<tr>
<td>Hairstyling</td>
<td>32.5</td>
<td>200</td>
</tr>
<tr>
<td>Braiding and Braid Extensions</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Wigs and Hair Enhancements</td>
<td>4.5</td>
<td></td>
</tr>
<tr>
<td>Chemical Texture Services</td>
<td>39</td>
<td>200</td>
</tr>
<tr>
<td>Haircoloring</td>
<td>36.75</td>
<td>100</td>
</tr>
<tr>
<td>Histology of the Skin</td>
<td>9.25</td>
<td></td>
</tr>
<tr>
<td>Hair Removal</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Facials and Facial Makeup</td>
<td>26.25</td>
<td>200</td>
</tr>
<tr>
<td>Nail Structure and Growth</td>
<td>8.25</td>
<td></td>
</tr>
<tr>
<td>Manicuring and Pedicuring</td>
<td>11.75</td>
<td>150</td>
</tr>
<tr>
<td>Advanced Nail Techniques</td>
<td>18.25</td>
<td></td>
</tr>
<tr>
<td>The Salon Business</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>Seeking Employment</td>
<td>20.25</td>
<td></td>
</tr>
<tr>
<td>On the Job</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>State Laws</td>
<td>28.5</td>
<td></td>
</tr>
<tr>
<td>Statues 155A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chapters 2642 &amp; 2644</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final and State Board Readiness</td>
<td>29</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>420</strong></td>
<td><strong>1130</strong></td>
</tr>
</tbody>
</table>
Period of Cosmetology Course
A full-time cosmetology student must complete this course in 51 weeks, and the part-time student must complete the course in 85 weeks. The course is comprised of 1550 hours of instruction. Students are taught instruction techniques and methods through the Salon Fundamentals text books, hands on demonstration, and guest speakers. Experienced and licensed instructors teach all classes. Students are evaluated on subjects through written theory exams, assignments and practical exams completed either on an assigned mannequin or live model. Students will go through the following Phases:

Introduction- 15 Weeks:
- Personal Development
- Ecology
- Anatomy
- Chemistry
- Skin Physiology
- Client Care
- Facials
- Essential Oils
- Beginning Laws and Rules
- Hair Removal
- Chemical Peels
- Makeup
- Electricity and Equipment (facial machines)
- Reflexology
- Hairstyling
- Chemical Texturizing (permanent waving and relaxers)
- Nail Care
- Hair Coloring
- Hair Cutting

Phase 1- 6 Weeks:
- Advanced Cutting
- Braiding
- Braid Extensions
- Wigs and Hair Enhancements
- Laws and Rules Continued
- State Board Preparation

Phase 2- 6 Weeks:
- Advanced Cutting
- Dimensional Color Techniques
- Create a Salon
- State Board Preparation
Laws and Rules Continued

Phase 3 - 6 Weeks:
- Advanced Cutting
- Corrective Color
- Mock State Boards
- Laws and Rules Continued

Phase 4 - 6 Weeks:
- Advanced Cutting
- Salon Business
- Salon Tours
- Resume Writing
- Preparing for Employment
- State Board Preparation
- Laws and Rules Continued

Career Opportunities for Cosmetologists
By choosing cosmetology as your career, you can be assured of an exciting and rewarding future, the potential career opportunities for cosmetology graduates are endless.

Salon or Day Spa Owner
Hairstylist
Nail Artist-Manicurist
Hair Color-Perm Specialist
Manufacturer’s Sales Representative
Director of Education
Salon Sales Consultant

Cosmetology School Instructor
Esthetician
Image Consultant
Cosmetology School Owner
Cosmetology Magazine Writer/Editor

Salon Manager
Make-Up Artist
Photo & Movie Stylist
Platform Artist

Gainful Employment Information
COSMETOLOGY

OPE ID…………….04157600
CIP CODE……….12.0499 OR 12.0410
Soc Code………..39-5012.00

Mean Loan Amount:
http://nces.ed.gov/collegenavigator/?q=nova+academy+of+cosmetology&s=all&id=459426
Occupations
www.onetonline.org

<table>
<thead>
<tr>
<th>CLASS</th>
<th>Cosmetology 1550 hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Kit Fee</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Tuition</td>
<td>$14,700.00</td>
</tr>
<tr>
<td>Total</td>
<td>$17,750.00</td>
</tr>
</tbody>
</table>
On-Time Graduation Rate: 93%
Normal Completion With Licensure: 95%
Placement Rate: 95%
Figures sourced from NACCAS

ESTHIOLOGY PROGRAM

THE ESTHIOLOGY COURSE CURRICULUM

The Esthiology course content is 216 hours of instruction in applied sciences and skills in facial treatments, make-up applications, and body waxing. A total of 384 hours of planned clinical instruction in the applier sciences and experience in facial treatments, make-up applications and body waxing are required. Upon completion of training, you will have completed the number of hours required by the state of Minnesota in coordinate theory and practical experience in the applied sciences of esthiology, to be eligible to take the Minnesota State Licensing Exam to become an Esthetician.

Educational Goals and Objectives for Esthiology:
Nova Academy strives to draw out the future esthiology professional's best technical and professional skills necessary to excel in their chosen career path.
<table>
<thead>
<tr>
<th>Esthiology Course (600 Hours)</th>
<th>Theory Hours</th>
<th>Practical &amp;Clinical Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skin Care History and Opportunities</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Your Professional Image</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Sanitation and Disinfection</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Anatomy and Physiology</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Chemistry for Estheticians</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Cosmetic Chemistry</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Basics of Electricity</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Physiology and Histology of the Skin</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Skin Disorders and Diseases</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Skin Analysis</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>Product Selection and Ingredients</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>The Treatment Room</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Massage</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Basic Facials and Treatments</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Machines</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>Hair Removal</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Advanced Esthetic Topics</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>The World of Makeup</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>The Salon/Spa Business</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Selling Products and Services</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Career Planning</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>State Laws</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chapters 2642 &amp; 26</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Final and State Board Readiness</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>216</td>
<td>384</td>
</tr>
</tbody>
</table>

**Period of Esthiology Course**
A full-time esthiology student must complete this course in 20 weeks, and the part-time Student must complete the course in 30 weeks. The course is comprised of 600 hours of instruction. Students are taught instruction techniques and methods through the Salon Fundamentals text books, hands on demonstration, and guest speakers. Experienced and licensed instructors teach all classes. Students are evaluated on subjects through written theory exams, assignments and practical exams completed either on an assigned mannequin or live model.

**Career Opportunities for Estheticians**
By choosing esthetician as your career, you can be assured of an exciting and rewarding future, the potential career opportunities for esthiology graduates are endless.

Salon or Day Spa Owner          School Instructor          Salon Manager
Esthetician/Skin Care Specialist Make-Up Artist    Image Consultant
Photo & Movie Make Up/Skin Care Artist    School Owner    Platform Artist
Gainful Employment Information

<table>
<thead>
<tr>
<th>CLASS</th>
<th>Esthiotherapy 600 hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>$50.00</td>
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<tr>
<td>Kit Fee</td>
<td>$2,100.00</td>
</tr>
<tr>
<td>Tuition</td>
<td>$8,150</td>
</tr>
<tr>
<td>Total</td>
<td>$10,300.00</td>
</tr>
</tbody>
</table>

NAIL TECHNOLOGY PROGRAM

THE NAIL TECHNOLOGY COURSE CURRICULUM

The Nail Technology course content is 150 hours of instruction in applied sciences and skills in manicuring, pedicuring, and artificial nail applications. A total of 200 hours of planned clinical instruction in the applied sciences and experience in manicuring, pedicuring, and artificial nail applications. Upon completion of training, you will have completed the number of hours required by the State of Minnesota in coordinated theory and practical experience in the applied sciences of nail technology, to be eligible to take the Minnesota State Licensing Exam to become a Nail Technician.

Educational Goals and Objectives for Nail Technology:

Nova Academy strives to draw out the future nail technology professional’s best technical and professional skills necessary to excel in their chosen career path.

Nail Technology Course (350 hrs) | Theory Hours | Practical Hours
### Period of Nail Technology Course
A full-time nail technology student must complete this course in 11 weeks, and the part-time student must complete the course in 19 weeks. The course is comprised of 350 hours of instruction. Students are taught instruction techniques and methods through the Salon Fundamentals text books, hands on demonstration, and guest speakers. Experienced and licensed instructors teach all classes. Students are evaluated on subjects through written theory exams, assignments and practical exams completed either on an assigned mannequin or live model.

### Career Opportunities for Nail Technicians
By choosing Nail Technicians as your career, you can be assured of an exciting and rewarding future, the potential career opportunities for Nail technology graduates are endless.

- Salon or Day Spa Owner
- Image Consultant
- Magazine Writer/Editor
- School Instructor
- Photo & Movie Nail Artist
- Director of Education
- Salon Manager
- School Owner
- Product Distributor
- Nail Technician
- Platform Artist
- Salon/Spa Sales Consultant
- Manufacturer’s Sales Representative

### Gainful Employment Information

<table>
<thead>
<tr>
<th>CLASS</th>
<th>Nail Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>350 hrs</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Kit Fee</td>
<td>$1,650</td>
</tr>
<tr>
<td>Tuition</td>
<td>$3,300</td>
</tr>
<tr>
<td>Total</td>
<td>$5,000</td>
</tr>
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NAIL TECHNOLOGY
OPE ID..............04157600
CIP CODE...........12.0410
Soc Code...........39-5092.00
Occupations
Mean Loan Amount:
NOVA ACADEMY POLICIES

**SATISFACTORY ACADEMIC PROGRESS POLICY**
The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in part-time/full-time Cosmetology, Esthetics, and Nail Technology programs whether participating in Title IV programs or not. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. The policy complies with the guidelines established by the National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

**EVALUATION PERIODS**
Students are evaluated for Satisfactory Academic Progress as follows:
- Cosmetology 455, 910, 1230, 1350 clocked hours
- Esthetics 300 clocked hours
- Nail Technology 175 clocked hours
Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.
ATTENDANCE PROGRESS EVALUATIONS
Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage as of the last day of the month of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. The student's start month in school will be counted as the first month of the evaluation period. For partial months, scheduled hours will be calculated by multiplying the number of scheduled days by the number of hours scheduled each day. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME
The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>MAXIMUM TIME ALLOWED</th>
<th>SCHEDULED HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology (Full-time)</td>
<td>1550 Hours 77 Weeks</td>
<td>2325</td>
</tr>
<tr>
<td>Esthetics (Full-time)</td>
<td>600 Hours 30 Weeks</td>
<td>900</td>
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<tr>
<td>Nail Technology</td>
<td>350 Hours 16.5 Weeks</td>
<td>525</td>
</tr>
</tbody>
</table>

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled hours.

ACADEMIC PROGRESS EVALUATIONS
The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

- 95 – 100   A
- 90 – 94.9   B
- 80 – 89.9   C
- 75–79.9    D
- 74.9        F

DETERMINATION OF PROGRESS STATUS
Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. In order for a student to be considered making satisfactory academic progress as of course midpoint, the student must meet both attendance
and academic requirements on at least one evaluation by the midpoint of the course.

**PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress are placed on probation and considered to be making satisfactory progress while during the first probationary period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

**RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

**INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student’s contract period by the same number of days taken in the leave of absence and will not be included in the student’s cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll within six months of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.

**APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

**NONCREDIT AND REMEDIAL COURSES**

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards

- **ATTENDANCE**

Students are required to attend school regularly and promptly. In case of a planned absence the Student must turn in a future absence form to the service desk. In case of unplanned absence the student must call in to the front desk to report their absence for the day.

**PRE-ARRANGED ABSENCES AND EARLY RELEASE**

At least seven days prior to the expected absence, a student must:

1. Obtain from an Instructor and fill out a future absence form.
2. Report to an Instructor with completed future absence form.
3. The Instructor will contact you upon approval.
4. Early Releases **must be approved and signed by the Instructor and turned into the service**
The School operates on a daily basis throughout the year, except for the following: New Year’s Day, Memorial Day, Fourth of July week, Labor Day, Thanksgiving Day, Christmas week.

ATTENDANCE STANDARDS
To help students prepare for the workplace, Nova Academy of Cosmetology operates like a professional salon environment. Late arrivals, absences, and other interruptions in training have a significant impact on achievement, just as they would impact an employee in a salon, day spa, or other professional environment. By law, Nova Academy of Cosmetology must keep track of your training hours for licensure. All students are expected to be in attendance as specified in the Enrollment Agreement. Our training is similar to actual employment, where any absences or late reporting interferes with daily work and reflects upon the employee’s job record. Each field of study has a predetermined number of emergency hours that can be used as time missed.

-Cosmetology Students may be absent a total of 80 hours. After 80 hours and 15 minutes of absences the students may be placed on a 30 day probation. If attendance requirements are not brought back into compliance within the probationary period the student may be billed immediately for all hours missed after the 80. The amount billed to the student will be an hourly rate appropriate for the program enrolled in which will be due by the end of the program. A student is allowed only one probationary period per enrollment contract.
Any absences after the probationary period exceeding 80 hours missed may result in being billed for all hours missed after the 80 plus for a one time 5% of hours remaining.
Any absences beyond the 80 hours and 5% may result in a fee of $100 and being billed for all hours missed after the 80 per instance.
An addendum extending the enrollment agreement may be written per instance as outlined above and all charges are due by the end of the program.

For every scheduled Saturday missed, tardy, or left early past the allowed 24 hrs, there will be a charge of $100.00 to the student’s ledger each Saturday these instances occurred. This balance of $100.00 may be paid before the student returns to school and no addendum to the enrollment agreement will be written.

-Esthiology Students may be absent a total of 30 hours, only 16 of which may be missed on Saturdays. After 30 hours and 15 minutes of absences the students will be placed on a 30 day probation. If attendance requirements are not brought back into compliance within the probationary period the student may be billed immediately for all hours missed after the 30. The amount billed to the student will be an hourly rate appropriate for the program enrolled in which will be due by the end of the program. A student is allowed only one probationary period per enrollment contract.
Any absences after the probationary period exceeding 30 hours missed may result in being billed for all hours missed after the 30 plus for a one time 5% of hours remaining.
Any absences beyond the 30 hours and 5% may result in a fee of $100 and being billed for all hours missed after the 80 per instance.
An addendum extending the enrollment agreement may be written per instance as outlined above and all charges are due by the end of the program.

For every scheduled Saturday missed, tardy, or left early past the allowed 24 hrs, there will be a charge of $100.00 to the student’s ledger each Saturday these instances occurred. This balance of $100.00 may be paid before the student returns to school and no addendum
to the enrollment agreement will be written.

-Nail Technology Students may be absent a total of 18 hours, only 8 of which can be missed on Saturdays. After 18 hours and 15 minutes of absences the students will be placed on a 30 day probation. If attendance requirements are not brought back into compliance within the probationary period the student may be billed immediately for all hours missed after the 18. The amount billed to the student will be an hourly rate appropriate for the program enrolled in which will be due by the end of the program. A student is allowed only one probationary period per enrollment contract.

Any absences after the probationary period exceeding 18 hours missed may result in being billed for all hours missed after the 18 plus for a one time 5% of hours remaining.

Any absences beyond the 18 hours and 5% may result in a fee of $100 and being billed for all hours missed after the 80 per instance.

An addendum extending the enrollment agreement may be written per instance as outlined above and all charges are due by the end of the program.

For every scheduled Saturday missed, tardy, or left early past the allowed 24 hrs, there will be a charge of $100.00 to the student's ledger each Saturday these instances occurred. This balance of $100.00 may be paid before the student returns to school and no addendum to the enrollment agreement will be written.

If a student cannot meet the requirements of their original schedule they may file a request with the financial aid office to change their schedule up to two times within their contracted period; Thus requiring an addendum to their contract graduation date in the enrollment agreement.

Each student is allowed one addendum to the enrollment agreement any further addendums will result in a $100 fee.

**EXTRA INSTRUCTIONAL CHARGES**

Nova Academy of Cosmetology may charge a student for extra instruction needed to complete his/her program if:

1. The absences allowed within the contract period have been exhausted; and

2. The amount charged per unit of instruction (clock hour) is clearly stated on the enrollment agreement and tuition and fees information is provided to students upon enrollment.

If Nova Academy of Cosmetology charges a fee prior to the completion date appearing on the enrollment agreement, Nova Academy of Cosmetology will secure documentation that the student acknowledges the charges to their account. All monies received for extra-instruction prior to the completion of the student contract are refunded if the student terminates or withdraws and tuition and fees are paid.

**• ACADEMIC STANDARDS**

The School Certification Examination for Cosmetology, Nail Technology, and Esthiology prepares the student for the State Board Examination, which the student must pass in order to be licensed, the School Certification Examination covers laws and practices, client safety, and sanitary procedures. The passing requirement for this examination is a minimum grade of 80%.
GRADING SYSTEM
Upon completion of curriculum, all students must have received a passing grade of a minimum of 75% in clinic, practical, and theory exams applicable to every chapter. Records are kept on grades, progress and attendance. Examinations are given on all subjects and grades given to student. Report cards are kept on file and are issued upon request. Nova Academy complies with the MN State Approving Board of Cosmetology minimum standards.

A………………………………100-95%
B………………………………94.9-90%
C………………………………89.9-80%
D………………………………79.9-75%
F………………………………74.9%

MAKE UP WORK
Students required to make up projects, quotas or tests must do so before the end of their phase. Failure to comply will result in receiving a “0” for that assignment.

GRADUATION AND LICENSING REQUIREMENTS
To graduate and receive a diploma from Nova Academy of Cosmetology, the following is required:

1. Complete documented legal hours in the specific areas of training required by the State of Minnesota for Cosmetology, 1550 hours; Nail Technology, 350 hours; and Esthiology, 600 hours.
2. Complete all school quotas and examinations, both written and practical, with a score of 80% or higher.
3. Complete all unit requirements, both written and practical with a score of 80% or higher
4. Pass the School Certification Exam with a score of 80% or higher and State Certification Exam.
5. Complete an exit interview with appropriate School Employee.
6. Pay in full all costs stipulated in the contract.

To receive a license in the state of Minnesota, a Cosmetology, Esthiology or Nail Technician Student is required to:

*complete the hours in the course of instruction
*meet the service quota minimums
*successfully complete the skill certification examination
*successfully complete the written theory and state law examination
*pay license fee to MN Board of Cosmetologist Examiners

• STUDENT FINANCIAL OBLIGATIONS
The student agrees to pay tuition and kit fees by the due dates unless other arrangements are made in writing with Nova Academy. The student’s obligation to pay tuition and other costs is without regard to the student qualification for financial aid from any source. Nova charges 100% upfront but bills per payment period. The student authorizes Nova Academy to apply any financial aid against his or her tuition and any other charges.

• FINANCIAL AID
Financial aid is available to those who qualify. Students may qualify for Federal loan and grant programs including Federal Direct Unsubsidized Stafford Loans, Federal Direct Subsidized Stafford Loans, Federal Pell Grant and other Title IV programs as well as Minnesota State Grant, Self Loan and other scholarship opportunities.
Federal Pell Grant: A Federal Pell Grant is for students with financial need and does not have to be repaid. All students are automatically considered for a Pell Grant when the FASFA is filed. The Pell grant is a federal financial aid program that provides support for low-income graduate students who are working toward a Bachelor's or first-professional degree.

Direct Subsidized Loan: A Direct Subsidized Loan is a low interest loan with a fixed interest rate in which the federal government pays the interest while the student is in school and during periods of authorized deferment.

Direct Unsubsidized Loan: A Direct Unsubsidized Loan is a low interest loan with a fixed interest rate in which the students is responsible for the interest and it accrues while in school, during the grace period and during periods of deferment and forbearance. It is not based on financial need.

Direct Parent Plus Loan: A Direct Parent Plus Loan is a Parent Loan for students. It enables parents with good credit histories to borrow money to pay for their child's expenses.

G.I. Bill: Programs offered at Nova Academy are approved by the Department of Veterans Affairs.

Minnesota State Grant: A Minnesota State Grant is for students with financial need and does not have to be repaid. Students must meet certain residency guidelines in order to qualify.

Minnesota SELF Loan: A Minnesota SELF Loan is a state loan but is considered a private loan. Nova Academy of Cosmetology does not have a preferred lender list. Direct Loans are what most of our students utilize because the terms and conditions of the Title IV, HEA program loans may be more favorable than the provisions of the private education loans.

To be considered for aid, students must complete a Nova Academy of Cosmetology Financial Aid Application and a Free Application for Federal Student Aid (FAFSA) for the appropriate financial aid year. The determined amount of financial aid will be based on financial qualifications.

As a clock hour school, Federal Financial Aid is disbursed according to a 910 hour academic year as follows: start/30 days, 455 hours, 910 hours, and 1230 hours for a Cosmetology student. Students must be maintaining Satisfactory Academic Progress to receive Title IV funds. Satisfactory Academic Progress is monitored at or prior to crossing over into your next payment period.

Title IV loan borrowers must complete a Master Promissory Note and participate in Entrance Counseling prior to their first disbursement of Federal loans. Entrance Counseling discusses the Rights and Responsibilities a student borrower has. Please go to https://studentloans.gov for completion of these steps.

Title IV loan borrowers must also participate in Exit Counseling, which discusses your Rights and Responsibilities regarding your obligations towards repayment of your loans. It is strongly advised that borrowers create a budget.

More information and Entrance/Exit Loan Counseling can be found at https://studentloans.gov/myDirectLoan/counselingInstructions.action

If you previously received Federal loans, you may request In-School Deferment on your repayment of those loans while in attendance at our school. Please contact either the servicer of your previous loan or the Financial Aid office to obtain a form for the authorization of deferment.

Loans will be submitted to the National Student Loan Data System (NSLDS) and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.

For Financial Aid assistance please call 507-280-6910 and ask to speak with a Financial Aid Representative.
• CANCELLATION, WITHDRAWL AND REFUND POLICY

Notice of Cancellation and Refund for Cosmetology, Esthiology, and Nail Technology

Enrollment can be terminated only by written notice of cancellation from one party to the other.

Enrollment is defined as the time elapsed between the actual starting date and the student’s last day of scheduled attendance at Nova Academy of Cosmetology. All monies due the student shall be refunded within 30 days of formal cancellation or formal termination by Nova Academy of Cosmetology; which shall occur no more than 30 days from the last day of scheduled attendance or in case of leave of absences, the documented day of return. The postmark on written notification determines formal cancellation date or the date said information is delivered to a Nova Academy of Cosmetology representative in person as described below.

Notice: All notices shall be delivered or mailed with postage prepaid, registered or certified and return receipt requested to the other party as follows:

To the student - at the address set forth on page one of the Enrollment Agreement.
To Nova Academy of Cosmetology, 1629 N Broadway Suite 7, Rochester, MN 55906, Attn: Director of Admissions.

Notice of a change of address shall be given in writing. Notices may also be delivered to the party in person (in the case of Nova Academy of Cosmetology, individual must be the Director of Education, Business Manger, or Admissions Representative). The postmark on written notification determines formal cancellation date or the date said information is delivered to Nova Academy of Cosmetology representative in person.

The school shall acknowledge in writing any valid notice of cancellation within 10 days after the receipt of such notice. Any money due to the applicant or student shall be refunded within 30 business days of the official withdrawal date or the date the school discovers that the student has unofficially withdrawn. The official withdrawal date is determined by the postmark date on written notification, or the date said written notice is delivered to the school director in person. All miscellaneous costs that have not yet become due will be void. In case of a leave of absence, the school shall return any money due the applicant within 30 days of the last day of the student’s leave of absence if the student fails to return.

The refund policy is as follows:
*If a student’s application is rejected by the school or if he/she cancels enrollment within three business days of signing the enrollment contract, all money collected by the school will be refunded, whether or not the student has begun the course of instruction.
*If a student cancels his/her enrollment after three business days of signing the enrollment contract, but before the student begins course instruction, all money less than $50 registration fee and $50 kit deposit will be refunded.
*If the school cancels a course after a student’s enrollment, the school will provide a full refund of all money paid.
*If, for any reason, the school is permanently closed and no longer offers instruction after a student has enrolled, the student is entitled to a pro rated refund of tuition even if the student’s enrollment is beyond 60% of the program.
*If either party cancels the contract after the student begins class and after three business days of signing the enrollment contract, the school will keep the registration fee, the student kit fee and the applicable pro rated tuition amount.

INSTITUTIONAL RETURN POLICY
The pro rated calculation for first-time students whose date of withdrawal from the school is before the 60% point in the period of enrollment for which the student has been charged, is determined as follows:
* Determine the total number of clock hours in the enrollment period for which the student has been scheduled.
* Divide that number into the number of clock hours for the program to determine the student’s percent towards completion of the program.
* Refer to the table below to determine the amount of tuition retained.
* Multiply that percentage by the student’s contracted tuition charges.
* To this balance add kit, fees and other charges assessed to the student for the period.
* Subtract any payments made and the result is the balance.

The pro rated refund calculation does not apply to a student whose date of withdrawal is after the 60% point in time in the period of enrollment for which the student will be charged 100% of all tuition and fees.

<table>
<thead>
<tr>
<th>% Of Enrollment time to total time of course</th>
<th>Amount of Tuition to retained by the school</th>
</tr>
</thead>
<tbody>
<tr>
<td>.1% to 4.9%</td>
<td>20%</td>
</tr>
<tr>
<td>5% to 9.9%</td>
<td>30%</td>
</tr>
<tr>
<td>10% to 14.9%</td>
<td>40%</td>
</tr>
<tr>
<td>15% to 24.9%</td>
<td>45%</td>
</tr>
<tr>
<td>25% to 49.9%</td>
<td>60%</td>
</tr>
<tr>
<td>50% to 59.9%</td>
<td>70%</td>
</tr>
<tr>
<td>60% and over</td>
<td>100%</td>
</tr>
</tbody>
</table>

The student must note that financial aid that has been previously applied to their account may have to be returned which could result in a higher account balance. In the event the student has a balance on their account when they leave School, they will be expected to make payment in full within thirty (30) days or face collections.

All applicable returns by the school shall be paid first to unsubsidized Federal Stafford Student Loans; second to subsidized Federal Stafford Student Loans; third to Federal Pell Grant Program; fourth to those funds calculated based on the Minnesota Office of Higher Education Refund Policy and the Appendix 13 Refund Calculation Worksheet of the Minnesota State Grant Manual; fifth to other federal, state, private or institutional student financial assistance programs; last to the student.

RETURN OF TITLE IV FUNDS

Per federal guideline standards, a student must “earn” federal financial aid awards directly in proportion to the number of hours of the program scheduled. In other words, a student earns financial assistance as they attend school. If a student completely withdraws from school, the school must calculate the portion of the total scheduled financial assistance earned.

Divide the clock hours scheduled to have been completed as of the withdrawal date in the period by the total clock hours in the period. If this percentage is greater than 60%, the student earned 100% of the Total Title IV aid disbursed and could have been disbursed for the period. If this percentage is less than or equal to 60%, multiply the percentage of Title IV aid earned by the Total Title IV aid disbursed and that could have been disbursed. If the Total Title IV aid disbursed for the period is greater than the Amount of Title IV aid earned, this amount of Title IV aid must be returned. If the Total Title IV aid disbursed for the period is less than the Amount of Title IV aid earned, this amount of Title IV aid would be a
post-withdrawal disbursement. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

**VETERAN’S REFUND POLICY**

In the event that a veteran’s beneficiary enrolls under the provisions of Title 38, US Code and/or Title 10, US Code and discontinues training before completion of the program, the school will retain ten dollars ($10) as a bona fide registration cost. All other advance payment of tuition, fees and other charges will be refunded to the trainee on a pro rata basis computed to the date of discontinuance of training.

- **FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY**

  Pursuant to the Family Educational Rights and Privacy Act of 1974 (“FERPA”), Nova Academy of Cosmetology has established a policy for the review, release and amendment of student records. As stipulated in the Privacy Act, Nova Academy of Cosmetology requires written authorization from the student, (or parents/ guardians if less than 18 years of age,) before we will release any information about the student to any agency or prospective employer. Student’s records are protected under the Privacy Act and are treated with the utmost confidentiality by all personnel. Access to these records is available to the student or parents/ guardians if less than 18 years of age by appointment under supervision of the school. Governing and accrediting agencies have the right to review records. FERPA provides that “directory information” as defined by the school may be made available to the public unless within 10 business days after enrolling in a program at Nova Academy of Cosmetology, a student delivers a written request to the Director of Education that the Directory Information on that student not be made public. Nova Academy of Cosmetology defines directory information as a student’s name, address, telephone numbers, program attended and dates attended.

  Students may obtain a release of information form from the Student Services office. An Authorization to Release Future Professional Records form needs to be completed each time permission is given to release Future Professional information. The student must sign giving the school permission. The school may only release the information designated on this form. It is highly recommended that students complete this from when they interview at salons and the salons contact the school about the student.

  **Student Request of Records Policy**

  Each student may request access to their records in writing. Nova has 10 days to accommodate the request from date of submission.

- **POLICY AGAINST SEXUAL AND OTHER ILLEGAL HARASSMENT**

  Nova Academy of Cosmetology cooperates in full compliance with the Office for Civil Rights of the Department of Education which enforces Title IX of the Education Amendment of 1972, 20 U.S.C. 1681 et. Seq. (“Title IX”). Title IX prohibits discrimination on the basis of sex in education programs and activities, including sexual harassment of employees and students. Sexual harassment is anti-ethical to academic values and to a work environment free from the fact or appearance of coercion, and it is a violation of Nova Academy of Cosmetology’s policy. Sexual harassment consists of requests for sexual favors, sexual advances made without consent, or other verbal or physical conduct of a sexual nature on or off campus, when: (1) submission to such conduct is made either explicitly or implicitly a condition of an individual’s employment or academic standing; or (2) submission to or rejection of such conduct is used as the basis for employment decisions or for academic evaluation, grades, or advancement; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating or hostile academic or work environment. Sexual harassment may be found in a
Incidents of sexual harassment must be reported, either verbally or in writing, to any manager or supervisor at Nova Academy of Cosmetology. Reported incidents will be immediately referred to the School Director who will conduct an investigation and initiate prompt and appropriate action in an environment free of intimidation and retaliation. No one reporting sexual harassment will be retaliated against. If you believe you are being retaliated against, contact the School Director immediately. This policy and procedure also applies to other types of illegal harassment based upon any harassment of a class protected under federal, state, or local law.

- **DRUG ABUSE PREVENTION/DRUG FREE WORKPLACE POLICY**

The Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act require that the school provide a drug free workplace and have a drug free awareness program and a drug and alcohol abuse prevention program for students and employees. Information on the school’s drug free awareness program and drug and alcohol abuse prevention program may be obtained from the School Director.

The school prohibits the manufacture, unlawful possession, use, sale or distribution of illicit drugs and alcohol by students and employees on its property and at any school activity whether on campus or at an off-site location. A violation of these policies will result in appropriate disciplinary acts up to and including expulsion in the case of Student and separation from employment in the case of Employees. Violations of the law will also be referred to the appropriate law enforcement authority. Students or employees violating this drug policy may be referred to abuse help centers, counseling or treatment programs. Also as a part of this policy, Nova Academy of Cosmetology reserves the right to, at it’s discretion, to require a student or employee to submit to drug or alcohol tests, and to search vehicles, work stations, furniture, clothing, purses, briefcases, luggage, toolboxes, personal items, mail, computers, voicemail, and e-mail and all other items within the control of the student or employee at issue. Failure to cooperate with such testing or search may result in disciplinary action including expulsion or separation from employment.

All students and employees are charged with the responsibility to read and understand that (1) Nova Academy of Cosmetology by participating in Title IV Federal Funds Programs, must establish a Drug Free Workplace Policy, and its students and employees must acknowledge it and agree to abide by it; (2) any student or employee who is convicted of a criminal drug statute violation that occurred at the school, must notify the School Director no later than five days after such conviction.

- **COPYRIGHT INFRINGEMENT POLICY**

Unauthorized distribution of copyrighted material, including unauthorized peer to-peer file sharing, may subject the students to civil and criminal liabilities.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of
up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov) (2012-2013 Federal Student Aid Handbook, Volume 2, Chapter 6, Page 2-105)

### VACCINATION POLICY

Nova’s vaccine policy is aligned with the state of Minnesota’s Post-Secondary Education requirements.

Immunization laws protect everyone, because high immunization levels prevent disease outbreaks. Minnesota has various laws requiring immunizations for children and adults enrolled in child care, school, and college settings. Legal exemptions are allowed - both for medical reasons and conscientiously held beliefs. Minnesota Statutes, Section 135A.14, requires all students enrolling in a post-secondary educational institution to show evidence of one dose of tetanus and diphtheria (Td) within 10 years of enrollment and one dose of measles, mumps, and rubella vaccine or properly documented exemption. The law applies to persons born in 1957 or later who are enrolled in more than one class. Students who graduated from a Minnesota high school in 1997 or later are also exempt. Please contact our admissions office for more information on vaccines.

### CATALOG/ PROGRAM CHANGES POLICY

Nova Academy reserves the right to make changes to any provisions of this catalog, including the amount of tuition and fees, the content of programs and courses, policies and procedures, facilities, faculty and staff, calendar and other provisions deemed necessary. Nova Academy also reserves the right to make changes in curriculum, equipment and instructional materials and to combine classes.

### STUDENT RULES AND REGULATIONS

To help you achieve excellence in your education, we have established guidelines to ensure fairness, understanding and positive work habits among our students. Because every student is a future employee, manager, or entrepreneur, you must meet these standards of professionalism, which will help you prepare for the demands of the future.

**Dress Code**

Maintaining a professional appearance is vital to success. A professional appearance at Nova Academy of Cosmetology includes:

1. For Cosmetology Students, a school apron or smock provided in the student kit. Smock or apron is to be worn during clinic floor hours. It should not be torn, stained, or altered.
2. As required by State Law, identification badges are to be worn as issued during all clocked hours to identify student and staff to guests.
3. Footwear must be professional closed-toed. Athletic shoes not acceptable.
4. Students must wear professional black skirts, or slacks, no denim allowed. Skirts may be no shorter than 3 inches above the knee. Shirts should be professional in appearance, black and or white only. No hoods, halter-tops, tube tops, sleeveless, or bare midriff tops allowed. No hats. Undergarments are required and should not be visible at any time. We are professionals in the industry and must look professional. Students who, in the reasonable determination of Nova Academy of Cosmetology, are not dressed professionally will be dismissed to change. Learning Leader’s discretion will prevail.
5. Students are prohibited from wearing or carrying beepers, cell phones, or other electronic devices. Cell phones may be used during breaks and lunch and only in student lounge area.
Priority of Student Activities
While students are in school collecting hours towards graduation, academic activities are the priority. Assignments given by instructors, client services, practice services on mannequin, or individual study are to be done at designated scheduled times. Students are expected to study for tests and exams outside of School.

General Student Behavior
Students attending Nova Academy of Cosmetology are expected to conduct themselves in a manner that reflects positively on themselves, the School, and the Cosmetology, Esthiology, and Nail profession. The following activities will not be tolerated and will be subject to disciplinary action:

1. Cheating or allowing cheating
2. Use and/or possession of controlled substances
3. Theft
4. Disrespect toward a client
5. Insubordination toward any School Official
6. Sexual harassment
7. Destruction of property
8. Vulgar or profane language
9. Physical and/or verbal abuse of another Student or School Official
10. Carrying guns/firearms on School property
11. Possession of knives

Students Expectations
1. Enjoy beverages, food, candy, and gum in the student lounge area only.
2. To ensure that each Student receives consistent and comprehensive instruction in the classroom and clinical environments, students need to remain in assigned areas or receive instructor permission to be in unassigned areas.
3. Cosmetology Students who are not working on guests are to remain standing at their stations working on quotas or other assigned projects. Sitting is unprofessional and is not allowed while on the clinic floor.
4. All services or work done by student must be assigned by, performed under the supervision of, and evaluated by an instructor within the educational situation. Students who refuse an assigned service will be dismissed for the remainder of the day.
5. Report tardiness or absences before 8:30 a.m. (day program) or 5:00 p.m. (night program) by contacting the school at the campus the student attends and speaking with a School Employee. A student’s admission into their scheduled class will be at the discretion of the instructor leading that class. The student would then get hourly credit for attendance after the completion of the next class break period.

Sanitation
In accordance with state regulations, each Student is required to complete a minimum of ½ hour of sanitation practices each day. This may include, but not be limited to, sanitation of the student’s station, facial rooms, wax rooms, and general sanitation of other parts of the School and/or equipment.

Minor Standard Violations
Minor violations include assigned area violations, property misuses, parking violations, guest service violations, unprofessional behavior, not performing assigned sanitation, and any disruptive behaviors determined by instructors and Staff Members as interrupting or preventing the regular operation of the school or interrupting or preventing the education of other students. Any time during the
student’s program, the violation of a minor standard may result in suspension from the school. Students who are suspended have up to 30 days to provide the school documentation that the stipulations of the suspension have been met. Once Nova Academy of Cosmetology has agreed that the student is prepared to comply with the professional standards of the school, the student may return to school; however, a record of the suspension will be recorded in the student’s permanent file. While a student is suspended, no clock hours may be earned and contract graduation dates will not be extended. The hours not earned will be considered an absence and will effect your attendance standard. If a student on suspension fails to return to School at the predetermined time the student may be terminated.

**Major Standard Violations**

Major standard violations include using controlled substances/alcohol, destroying property, stealing, falsifying documents, committing fraud, abusing and or causing physical harm to others, having in their possession a gun/ firearm on School property and violating local, state, and federal laws. Anytime during a student’s program, the violation of a major standard will result in termination.

**Termination**

Students who are terminated have up to five school days to appeal their termination. Appeals must be in written form and address the issues that lead to the termination. The appeal should be addressed to the School Director. While a student is terminated, no clock hours may be earned and contract graduation date will not be extended. If a terminated student fails to respond in five school days, the student’s termination will be final.

**Leave of Absence**

A medical leave of absence (at least 10 days and may be up to a maximum of 180 days within a calendar year) may be requested for documented medical reasons. Nova Academy of Cosmetology reserves the right to reduce the number of days requested based on the standards set forth in the Family Medical Leave Act. A written leave of absence form must be completed by the student and accompanied with a doctor’s certification that specified the physical illness and anticipated time of absence required. The completed forms will be placed in the student’s file and brought up for a review to ensure the Student returns on the scheduled day. A personal leave may be granted under special circumstances with the approval of Nova Academy of Cosmetology. Nova Academy of Cosmetology reserves the right to deny or approve each request. Multiple Leave of Absences are allowed, not to exceed 180 days, within the calendar year beginning on the student’s start date. An approved Leave of Absence will not affect your attendance or academic progress; however, you will be required to have your Enrollment Agreement revised upon return from a Leave of Absence.

**State Time Sheets**

In keeping records of your time, use the method of recording fractions of 1 hour as follows: 15 minutes = .25  30 minutes = .50  45 minutes = .75. Examples: Seven hours and 15 minutes would be recorded as 7.25; Seven hours and 30 minutes would be recorded as 7.50. Please record to the nearest fraction. If you are in attendance up to 4 hours, you are entitled to a 15-minute break. If you are in attendance over 4 hours and up to 7 hours, you must take one 15-minute break plus a 30-minute lunch break. Examples: If you are here for a full day from 8:30 a.m. to 5:30 p.m., you must take an hour break, which can be a 30-minute lunch break, and two 15-minute breaks. Record your time for a full day as 8 hours. Please watch your time sheets carefully!

**Important:** The Student and Instructor must initial all changes. State Time Sheets are not permitted to leave the building, they will be considered void if this procedure is violated.

**Time Clock Procedure**

It is a State Board of Cosmetology requirement that the school provide an accurate system for
recording all students’ hours. Students are ultimately responsible for tracking hours on a daily basis. Nova Academy of Cosmetology will honor documented daily time earned up to 8 hours. All students will have a time card and will be responsible for clocking in at the beginning of the day and at the end of the day. All students are required to sign in and out for lunch. Clock hours are rounded off to the nearest quarter hour at the regular beginning and end of the school day.

**STUDENT SERVICES**

**Academic and Individual Counseling**

Nova Academy of Cosmetology provides academic counseling to all Students. We will help with tutoring should you experience challenges in meeting the minimum performance standards and course requirements as set by Nova Academy and the state of Minnesota.

Students seeking to resolve a challenge should first contact their instructor, then consult the department team leader. Challenges not resolved at this level should be brought to the School Director. If still unsatisfied, the student may wish to contact the Minnesota Office of Higher Education, 1450 Energy Park Dr., Suite 350, St. Paul, MN 55108.

**Job Placement**

Nova Academy is dedicated to your success as a professional Hair Designer, Skin Care Professional, or Nail Technician. We do not guarantee job placement; however, we will assist you in finding a job after graduation through career fairs, salon tours and refer you to job placement professionals. All placement information will be updated regularly.

Our students have become:

- Stylists
- Make-up Artists
- Estheticians
- Nail Technicians
- Med-Spa Owners
- Salon Owners
- Educators

**Student Activities**

While at Nova Academy, you will have the opportunity to participate in a variety of events and career related activities that are educational, inspirational, and progressive. This may include becoming a part of Nova’s marketing portfolio.

**Board Members (Institutional Officers)**

Michelle Forstner—CEO/Owner
Apollo LLC —CFO/Owner
Ann Odell—CAO/Owner
Our faculty is a skilled team of experienced instructors with knowledge of contemporary and classic techniques. Our instructors have met program-licensing requirements (manager license and instructor license) and are well trained as many have been teaching in this field for over 10 years.

Michelle Forstner: Manager and Instructor
• 22 years experience in the field of Cosmetology excelling in team leadership and business development
• Sassoon ABC Haircutting Certified
• Other experiences include: Product Sales Representative, Multi-level Salon Manager, Director of Paul Mitchell Partner School

Ann Odell: Manager and Instructor
• Sassoon ABC Haircutting Certified
• Certified Instructor for American Crew MensWork
• Learning Leader Advisor of a Paul Mitchell Partner School, Twin City campus
• 33 years experience specialized in haircutting and salon management

Shannon Lane: Manager and Instructor
• 22 years experience in the field of Cosmetology
Sarah Fiesler: Instructor
• 18 years experience in salon management

Sarah Giese: Instructor
• 14 years experience in the field of Cosmetology and Salon Management
• 2 years experience as a licensed Esthetician (NOVA Academy Graduate)

Meghan Borst: Instructor
• 4 years experience in the field of Cosmetology (NOVA Academy Graduate)

Our managers and support staff are specially trained and here to help student’s from before they start and throughout their entire educational experience.

Michele Delisle: Business Manager and Instructor
• 6 years experience in the field of Cosmetology including Salon Management (NOVA Academy Graduate)
• 7 years experience in the field of Esthiology
• Bachelor of Science Degree- Retail Merchandising and Management, Minor in Business; University of Wisconsin- Stout
• 19 years experience Retail Merchandising, Management and Business

Gabrielle Forstner: Admissions Leader
• Graduate of Minnesota State University Mankato
• 9 years experience in the cosmetology school environment
• Special training in Marketing, Public Relations, and Admissions/Orientation Leadership

Carrie Walcholz: Student Services, Financial Aid Advisor & Instructor
• 7 years in the Cosmetology Industry
• Associates Degree from Minnesota State Mankato
• Salon Mentor JCPenney

Sam Nixa: Customer Relations and Inventory Manager
• Bachelor of Science Degree-Math Education; Winona State University
• 15 years customer service experience
• 8 years office administration experience
LETTER OF INTENT

Please answer the following questions and turn into with your Application Form at your first enrollment appointment.

1. Why are you interested in your chosen career of Cosmetology, Esthiology, or Nail Technology?

2. How do you plan on developing and applying your skills as a Future Professional at Nova Academy of Cosmetology Schools?

3. What are your career goals upon completion of your education at Nova Academy of Cosmetology Schools?
APPLICATION FOR ENROLLMENT

Name: ____________________________________________________________

Permanent Address:

Street: ____________________________________________________________

City: ___________ State: _______ Zip: _______________________________

Local Address (if different):

Street: ____________________________________________________________

City: ___________ State: _______ Zip: _______________________________

So. Sec. No.: _______ - _______ - _______ Home phone No.: (___) ___ - ___

Cell phone No.: (___) ___ - _______ E-mail: ____________________________

Date of Birth: ___/___/______ Driver’s License #:________________________

Number of Children: _____ List ages, if applicable: _______________________

Marital Status: Single ___ Married ____ Divorced ____ Separated _____

If married or separated: Spouse’s Name: __________________________________

Present Employment: ________________ Spouse’s Employment ______________

Employer’s Address: ____________________________ Employer’s Phone: __________

______________________________

REFERENCES

Please list two references below, preferably close family relatives other than spouse or parents.

THIS SECTION MUST BE COMPLETED IN FULL

Name: __________________________________ Telephone No.: (___) ___ - _______

Street: ________________________________________________________________

City: ___________ State: _______ Zip: _______________________________

Name: __________________________________ Telephone No.: (___) ___ - _______

Street: ________________________________________________________________

City: ___________ State: _______ Zip: _______________________________

I certify that all the information submitted by me on this application is true and complete. I understand that if any false information, omissions, or misrepresentations are discovered, my application will be rejected. In consideration of my enrollment, I agree to conform to the school’s rules and regulations.

Signature __________________________________ Date: _________________________

NOVA
Application for Financial Services

Full Name:_____________________________________  SSN#______-______-______
Address________________________________City_____________________State______Zip______
Cell Phone:(_____)______-______ Home:(_____)______-______ Work:(_____)______-______
E-mail:___________________________________________

Please Check One:
_____ I am applying for financial aid
_____ I am not going to apply for financial aid

Mother's Full Name:_______________________________________________
Address________________________________City_____________________State______Zip______
Cell Phone:(_____)______-______ Home:(_____)______-______ Work:(_____)______-______
E-mail:___________________________________________

Father's Full Name:_______________________________________________
Address________________________________City_____________________State______Zip______
Cell Phone:(_____)______-______ Home:(_____)______-______ Work:(_____)______-______
E-mail:___________________________________________

Current Employer:_______________________________________________
Address________________________________City_____________________State______Zip______
Cell Phone:(_____)______-______ Home:(_____)______-______ Work:(_____)______-______
E-mail:___________________________________________

Previous Employer:_______________________________________________
Address________________________________City_____________________State______Zip______
Cell Phone:(_____)______-______ Home:(_____)______-______ Work:(_____)______-______
E-mail:___________________________________________

Next of Kin's Full Name:___________________________________________
Address________________________________City_____________________State______Zip______
Cell Phone:(_____)______-______ Home:(_____)______-______ Work:(_____)______-______
E-mail:___________________________________________

Did you graduate from high school? Yes/ No
If yes, Name of High School:______________________ City:__________________ State:______
Year in which you received your diploma:__________
Address at which you resided when you received your diploma:
_____________________________________________________ City______________________ State______Zip______

If no, Did you receive your GED? Yes/ No    If yes, which state:______

Which state are you a legal resident of? ____________

Please list all the states (or countries) in which you have resided, your dates of residence and your reason for residing (i.e. college, employment, military service, place of birth, etc.) in each state.

Name of State __________________________________________
Dates of Residence __________________________
Reason for Residing in State __________________________

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•
•
Please list all the names of all schools you have attended after high school and the dates of attendance for each school. Do NOT include college courses taken during high school. Please list all colleges attended, even if you do not wish to transfer credit.

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<tr>
<th>Name of College</th>
<th>Dates of Enrollment</th>
<th>Enrollment Level</th>
<th>Degree Earned</th>
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Please list below the individuals whom Student Administrative and Financial Services may speak to regarding your funds:

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<th>Name</th>
<th>Relationship</th>
<th>Address</th>
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The purpose of this form is to give Student Administrative and Financial Services information to create a record in our database. This form will also be used in case we are contacted by any person listed above so we can speak to them regarding your financial aid award, handling of the credit of funds to the student’s account, and as emergency contacts, etc. By signing this form you are consenting that the information you have provided on this form is accurate for the student whose social security number appears on this form.

Signature_________________________________________ Date______________________________________